



APPLICATION FOR EXAMINATION AS AN
EMPLOYMENT AGENCY GENERAL MANAGER

FEE: \$150.00

Please type or print clearly

FOR VALIDATION ONLY

001-070-231-0003

**Make remittance payable to State Treasurer.
Send this application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048**

APPLICANT INFORMATION

Applicant's Name _____
Mailing Address _____
City _____ State _____ Zip _____ County _____
Telephone No. (____) _____ Social Security No. _____
DURING NORMAL BUSINESS HOURS
Gender (F/M) _____ Birthdate _____
MONTH DAY YEAR

EMPLOYMENT INFORMATION – Agency or agencies for which you will act as general manager

1. Primary Agency (DBA) _____
Address _____
2. Agency _____
Address _____
3. Agency _____
Address _____
Have you ever been licensed in Washington as an Employment Agency General Manager? (Yes or No) _____
If yes, under what name if different than above? _____
Have you been employed as an Employment Agency General Manager within the past year? (Yes or No) _____
If yes, name and address of agency. _____
Applicant's Signature X _____

FOR OFFICE USE ONLY

Comments _____

CERT DATE _____
CERT NO. _____

Employment Agency General Manager Exam Resources

This list includes some of the laws that may be covered in the examination, and is not intended to be all inclusive

Agency	Reference Name	Reference RCW, WAC, Title, etc.
Department of Licensing Business and Occupations Unit 405 Black Lake Blvd. SW P. O. Box 9034 Olympia, WA 98507-9034 (360) 664-1389	<ul style="list-style-type: none"> • Employment Agency Act 	Chapter 19.31 RCW and 308-33 WAC
Washington State Human Rights Commission 1516 Second Ave. Seattle, WA 98101-1543 (206) 464-6500 <i>Also offices in Bellingham, Pasco, Spokane, Tacoma, Vancouver, and Yakima</i>	<ul style="list-style-type: none"> • Law Against Discrimination • Employment Regulations 	Chapter 49.60 RCW Chapter 162-12, -16, -22 and -30 WAC Volume II
Washington State Human Rights Commission 711 S. Capitol Way #402 Olympia, WA 98504 (360) 753-6770 <i>Also offices in Bellingham, Pasco, Spokane, Tacoma, Vancouver, and Yakima</i>	<ul style="list-style-type: none"> • Law Against Discrimination • Employment Regulations 	Chapter 49.60 RCW Chapter 162-12, -16, -22 and -30 WAC Volume II
Code Reviser's Office Legislative Bldg. Olympia, WA 98504 (360) 753-6804	<ul style="list-style-type: none"> • Retail Installment Sales Act 	Chapter 63.14 RCW <i>(Copies of Washington statutes are available at local libraries)</i>
U.S. Department of Labor Wage and Hour Division 111 Third Ave. #755 Seattle, WA 98101-3212 (206) 553-4482	<ul style="list-style-type: none"> • The Federal Wage Garnishment Law • Handy Reference Guide to the Fair Labor Standards Act • Employer's Guide to Compliance with Federal Wage - Hour Laws 	Title III, Restriction on Garnishment - WH Publication 1280 <i>(August 1977)</i> WH Publication 1282 <i>(May 1998)</i> WH Publication 1340 <i>(November 1983)</i>
Federal Trade Commission (FTC) 915 Second Ave. Seattle, WA 98174-1009 (206) 220-6350	<ul style="list-style-type: none"> • Regulation Z, Truth in Lending 	12 CFR 226
U.S. Equal Employment Opportunity Commission (EEOC) 2815 Second Ave. Seattle, WA 98121-3209 (206) 220-6883 1-800-669-3362 <i>(to request publications)</i>	<ul style="list-style-type: none"> • Civil Rights Act of 1964 • Equal Pay Act of 1963 • Age Discrimination in Employment Act of 1967 • Rehabilitation Act of 1973 • Americans with Disabilities Act of 1990 • Civil Rights Act of 1991 • The Americans with Disabilities Act Questions and Answers <i>(September 1992)</i> 	Title VII Sections 501 and 505 Titles I and V

Other Resource Documents For Your Information (Not Needed For The Examination)

Code Revisers Office Legislative Bldg. Olympia, WA 98504 (360) 753-6804	<ul style="list-style-type: none"> • Relating to the Rights and Obligations of Minors 	Chapter 26.28 RCW <i>(Copies of Washington statutes are available at local libraries)</i>
U.S. Department of Labor Wage and Hour Division 111 Third Ave. #755 Seattle, WA 98101-3212 (206) 552-4482	<ul style="list-style-type: none"> • Restriction of Garnishment Title 29, Part 870 • Executive, Administrative, Professional and Outside Sales Exemptions Under the Fair Labor Standards Act • Overtime Compensation Under the Fair Labor Standards Acts 	WH Publication 1333 <i>(August 1979)</i> WH Publication 1363 WH Publication 1325
U.S. Equal Employment Opportunity Commission (EEOC) 2815 Second Ave. #500 Seattle, WA 98121-3200 (206) 220-6883	<ul style="list-style-type: none"> • The Americans with Disabilities Act • The Americans with Disabilities Act 	Your Employment Rights as an Individual with a Disability Your Responsibilities as an Employer